

Solicitation Number: PA7:020- Management Support for Code 03

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below.

1. Statement of Work:

1. Background: The Technical Director of the Office of Naval Research is responsible for managing the organization's Science and Technology (S&T) investments. The portfolio of investments spans a wide range of time scales from basic research to advanced demonstrations and includes all science and engineering disciplines of relevance to the Navy. A principal challenge is formulating an investment strategy that is both responsive to short term needs and productive in the long term in developing innovative capabilities that enable the Navy to counter symmetric and asymmetric threats.

2. Statement of Work:

The contractors shall provide ONR 03 with management support in the formulation of a corporate investment strategy accounting for widely varying needs, goals, objectives, work practices and time tables. Tasks will include the following:

- (a) Aligning S&T programs with evolving Navy operational concepts across a spectrum of time scales;
- (b) Evaluating the sensitivity of future concepts of operation to technological developments and performance;
- (c) Exploiting synergies between ONR's efforts and DOD's and other agencies' related efforts in S&T; and
- (d) Refining relationships with academia to focus long-term investments toward Navy operational capabilities.

2. Order Details:

1. Contract Type. The Navy anticipates awarding a cost plus fixed fee level of effort task order.
2. Period of Performance. The period of performance for the base order will be twelve months from the date of contract award.
3. Level of Effort. The estimated level of effort for performance of the statement of work is approximately 2,480 man-hours. The estimated distribution of man-hours is as follows:
Senior Program Manager: 840 hours
Senior Research Scientist: 820 hours
Senior Engineer: 700 hours
Technical Support Specialist III: 120 hours
Total: 2,480 hours

4. Travel and Other Direct Costs. Local travel including parking is authorized. Document reproduction, workshop expenses, office supplies, computer CD-ROM and file archiving and printing costs are authorized in supporting this effort. The estimated Other Direct Costs is \$10,000.

Travel will be required to fully support this task requirement. A travel budget of approximately \$20,000 will be established. In accordance with the contract requirements, direct costs associated with the Contractor's travel should not exceed the applicable rates found in the Joint Travel Regulations.

5. Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task.

- a. Information – All Government unique information related to this requirement, which is necessary for Contractor performance will be made available to the Contractor. The program manager will be the point of contact for identification of any required information to be supplied by the Government.

- b. Documentation – All existing documentation, relevant to this task accomplishment, will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

6. Place of Performance. Work will be performed at the contractor's facility.

7. Deliverables:

- (1) Monthly Progress and Management Report, including a list of the level of effort performed and work accomplished during the reporting period and a forecast of work products for the coming month.

- (2) Drafts presentations, data, and reports. The Contractor shall provide both soft copy (electronic) and hard copy formats for drafts, presentations, data, technical reports, studies and analysis, and other reports as required.

8. Security Requirements:

- 1) Security Clearances: All principal personnel proposed under this task shall have a minimum of a Secret clearance. The Senior Program Manager involved in completing the effort shall have a Top Secret clearance.

- a. Security/ Safeguarding Information: A Contract Security Classification Specification (DD Form 254) will be incorporated into the task order. The DD Form 254 will specify the requirement for access up to the Top Secret level. The requirement for compliance with

National Agency Checks and Organizational Conflicts of Interest specified in the basic contract are applicable to this order.

b. Clearance - Clearances may be required to perform portions of the tasking. It is the responsibility of the Contractor to have facility clearances and storage clearances to a maximum of Top Secret if required by the specific task within the order. The Contractor is responsible for providing staff with active clearances to the level required. It is also the responsibility of the Contractor to obtain any security badges, building access passes, etc., that may be required for entrance to Navy facilities.

c. Privacy Act - All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

2) The following security clauses will be included in any resulting order:

X	FAR 52.204-02	Security Requirements (AUG 1996) (Applicable if contract will generate or require access to classified information and DD Form 254, Contract Security Classification Specification, is issued to the contractor)
X	FAR 52.227-10	Filing of Patent Applications – Classified Subject Matter (APR 1984) (Applicable if contract is subject to FAR clauses 52.204-02 and either FAR 52.227-11 or FAR 52.227-12)
X	DFARS 252.204-7000	Disclosure of Information (DEC 1991) (Applies when Contractor will have access to or generate unclassified information that may be sensitive and inappropriate for release to the public)
X	DFARS 252.204-7005	Oral Attestation of Security Responsibilities (NOV 2001) (Applicable if contract is subject to FAR clause 52.204-2)
X	DFARS 252.223-7004	Drug-Free Work Force (SEP 1988) (Applicable (a) if contract involves access to classified information; or (b) when the Contracting Officer determines that the clause is necessary for reasons of national security or for the purpose of protecting the health or safety of those using or affected by the product of, or performance of, the contract)

3. Proposal Requirements:

1. Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall be no more than 10 pages, exclusive of resumes and title page. There is no limit on the number of pages for the cost proposal. The proposal should be written and organized so as to be compatible with the Statement of Work, company's organization and accounting structure, and proposed costs.

The technical proposal section should include the recent, relevant experience of the Offeror's proposed individuals. Give contact names, agency, contract numbers, and telephone numbers for past experience listed in this section.

The Offeror should explain how it will coordinate with the program officer; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should submit a cost proposal that breaks down the costs proposed (if included): direct labor (with labor category, hourly rate, and hours proposed if different from the Government estimate), fringe benefits, labor overhead, G&A, cost of money (if applicable), and fee. The Travel/ODC amounts should be proposed in accordance with the estimates provided in this solicitation. However, offerors should provide the indirect cost rate, if any, to be applied to Travel/ODCs.

The award will be cost plus fixed fee level of effort for CLINs 0001 and cost reimbursement (no fee) for travel/ODCs (CLINs 0002). The base award is for one year of services. Travel and other direct costs will be included as separate Contract Line Item Numbers (CLIN), which will be filled out by this office. The Travel/ODC CLINs are not part of the proposal evaluation. Section B of the task order will be arranged as seen below.

2. Proposal Submission: The due date for submission of proposals for this solicitation is 2:00 p.m. (local time) on 12 May 2004. Proposals can be submitted in an original and one copy at the following address:

Office of Naval Research
800 N. Quincy Street, BCT#1, Room 720
Arlington, VA 22217-5660
Ref: PA7:019
Attn: Brian Kehoe: Code 252

3. Level of Effort: The following clause will be included in any resulting order:

“SSP 5252.216-9775 Increase in Level of Effort (Cost-Reimbursement)(Mar 1992)

(a) In addition to any other option rights that may be provided to the Government by this contract, the Government shall have the right, within any given contract period established in Section C of this contract, to increase the level of effort by up to thirty percent (30%) of the total level of effort for that period at the same labor mix as proposed in the contract for that period. The Contractor agrees to accept such increase in the level of effort at an increase in the estimated cost and an increase in the fixed fee which are calculated as follows:

$$IEC = (ILOE/LOE) \times EC$$

$$IFF = (ILOE/LOE) \times FF$$

IEC = The increase in the estimated cost.

ILOE = The increase in the level of effort.

LOE = The level of effort contracted for the contract year in which the level of

effort is increased.

EC = The estimated cost contracted for in the contract year in which the level of effort is increased.

IFF = The increase in the fixed fee.

FF = The fixed fee contracted for in the contract year in which the level of effort is increased.

This option may be exercised at any time or times prior to the end of the affected period provided however, that the exercise of such option must give the Contractor sufficient time to provide all of the man-hours for that period, including the increase, by the end of the affected period.”

4. Travel: For the purposes of estimating the costs the total travel should not exceed \$20,000 per year.

5. Other Direct Costs: For the purposes of estimating the costs the total ODC should not exceed \$10,000 per year.

6. Supplies or Services: The section for Supplies or Services and Prices/Costs should be prepared in accordance with the following:

SECTION B - SUPPLIES OR SERVICES AND PRICES/COST

Item No.	Supplies/Services	Estimated Cost	Fixed Fee	Total Estimated Cost and Fixed Fee
0001	The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled “Statement of Work”.	To be completed by offeror	To be completed by offeror	To be completed by offeror
0002	Travel Not to Exceed \$20,000	\$20,000	\$0	\$20,000
0003	ODC Not to Exceed \$10,000	\$10,000	\$0	\$10,000
0004	Reports and Data			NSP
Total Order Consideration		To be completed by offeror	To be completed by offeror	To be completed by offeror

4. Evaluation Information:

1. Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following technical factors and subfactors:

1. Proposed key personnel.
2. Management Plan and Technical Approach
3. Past performance on earlier tasks under this and similar contracts;
 - a. Quality of deliverables
 - b. Cost control

Factors 1 through 3 are equally weighted. These three technical factors are substantially more important than cost. Although cost is substantially less important than all of the technical factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the task order proposals in relation to the other factors on which selection is to be based, or when the cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under the contract. For Factor 3, the subfactor (a), Quality of deliverables is more important than subfactor (b), "Cost control."

2. Award: The Government will award a task order to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before 31 May 2004.

5. Submission of Questions:

Any questions regarding this solicitation must be provided in writing to the Contracting Officer listed below. Acceptable forms of written question submission include fax and e-mail as well as postal or carrier delivery. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered; and the due date for submission of proposals may not be extended. All potential offerors will be provided an E-mail noting the posting of any Questions/Answers.

6. Solicitation Amendments:

Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential offerors at the time the amendment is posted. It is the offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

7. Contracting Officer:

The Contracting Officer for this solicitation is Brian Kehoe, ONR 252: Telephone (703) 696-2605; Fax (703) 696-0993; and E-mail: kehoeb@onr.navy.mil

